

All employees who are not represented by a union and their supervisors should complete this form.

Instructions:

Employee: Insert your name in the footer below and complete the “Employee” self-assessment sections (tan color) to document your most notable accomplishments and impact in this performance year. **Use of bullet points is strongly encouraged.** If certain sections are not applicable to you, leave them blank. For additional information, see the Guidance sheet available on the Performance Management website (click on “Performance Management” in the A-Z Index).

Supervisor: Complete the “Supervisor” sections (blue color) and provide a rating in the “Overall Rating” section. Provide evaluative comments on the employee’s overall performance, most notable accomplishments and impact, and areas for development and improvement, if any. **Use of bullet points is strongly encouraged.** For additional information, see the Guidance sheet available on the Performance Management website.

Name:	Ann XXX	Division/Dept:	XXX
Employee ID:	XXXXXXX	Job code:	XXX
Job title:	Staff Scientist/Engineer	Date prepared:	June 10, 2017
Supervisor:	Marianne XXX		
Period covered from:	July 1, 2016	Period covered to:	June 30, 2017

For Performance Year Being Reviewed

1a. Employee Goals

Employee: List the goals you needed to accomplish in this performance year, including:

- **Performance goals:** position expectations and goals
- **Job development goals:** skills or development needed in order to achieve performance goals
- **Career development goals:** broader goals for your long-term learning and growth (optional)

Performance goals:

- Conduct laboratory and field research regarding the role of advanced energy efficient technology in climate change.
- Present research results in peer-reviewed literature and scientific meetings.
- Lead and manage my work group.
- Maintain clean, safe laboratory and ensure that work group members adhere to EH&S guidelines; ensure that visiting researchers and students work safely as well.
- Complete Phase I of advanced energy efficient technology study for DOE by February 2012.
- Publish at least three research papers.
- Develop new advanced technology programs and proposals; build collaborative efforts with other researchers.

Job development goals:

- Serve as editor for a top-tier journal.
- Serve as conference chair for a high-profile organization.

1b. Employee Goals

Supervisor: Indicate whether you agree with the goals listed for this performance year. Provide input or list

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additional goals as needed.

2a. Performance Summary

Employee: Describe your most significant accomplishments and impact in relation to your performance goals. Also describe improvements you made on any performance issues that you and your supervisor discussed this year.

My accomplishments summarized below made a strong contribution to our Division goal of \$XXX in new funding and being a leading institution in the area of XX in energy efficient technology:

- Completed Phase I of research on advanced energy efficient technology. Due to success of research results, obtained \$XXX in new funding from DOE to continue this work.
- Successfully researched the interactions between Type 1 advanced technology and other approaches to increasing energy efficiency.
- Collaborated on proposals with the following researchers:
 - [LBNL researcher name]: benefit of Type 2 advanced technology.
 - [LBNL researcher names]: advanced technology for commercial building control systems.
 - XXX University: study of climate impacts of Type 3 advanced technology in California.
 - XXX College: contamination of technology deployed in field studies in area with severe air pollution; published article.
 - XXX University: performance properties of advanced technology under extreme climate conditions.
 - XXX College: variability of the performance of advanced energy efficient technology in a residential neighborhood.

I also made the following additional contributions:

- Published five research papers this year, plus have one at press and four in review.
- Assisted Jane XXX in obtaining a postdoctoral fellowship to research the effect of advanced technology on energy usage.
- Regularly conducted performance conversations with staff; several have improved their performance, resulting in early completion of DOE study.
- Brought in outstanding talent, in particular two emerging young scientists in this research field, each of whom turned down offers at prestigious universities to come to LBNL.

2b. Performance Summary

Supervisor: Evaluate the employee's performance, top achievements, and areas for development including:

- Overall statement on the employee's performance this year, particularly in relation to goals.
- Four to six most significant accomplishments and impact.
- Improvements made on any performance issues that you and the employee discussed this year, and the most critical areas to focus on for the coming year.

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3a. Areas of Strength Employee: List several of your most valuable strengths.	4a. Areas for Development (or Improvement) Employee: List several areas where you need further development.
<ul style="list-style-type: none"> • Networking • Collaboration • Productivity 	<ul style="list-style-type: none"> • More exposure to potential outside collaborators • Expand management skills
3b. Areas of Strength Supervisor: Indicate whether you agree and add your own perspective.	4b. Areas for Development (or Improvement) Supervisor: Indicate whether you agree and add your own perspective.
5a. Safety Employee: Describe your efforts this year to enable a positive safety culture at work and to protect yourself, team, division, Laboratory and public. Include accomplishments related to identification, evaluation, control, prevention, and/or mitigation of potential hazards. Also indicate if you participated in any of the Laboratory's opportunities to improve safety (e.g., Division/Laboratory Safety Committee, "safety minute" presentations in meetings, ergonomic advocate program, fire extinguisher use and/or first aid training, employee volunteer responder programs such as Building Emergency Team (BET) and Community Emergency Response Team (CERT)).	
<ul style="list-style-type: none"> • Ensured that both I and my staff completed all required safety training; conducted regular discussions with staff and visiting researchers and students to review safety standards. • I am committed to a safe environment; reviewed safety standards and inspected work area on an ongoing basis. • For internal staff for whom English is a second language, I supplemented Laboratory safety training with weekly one-on-ones on safety for the first month to ensure they understood Laboratory procedures. 	
5b. Safety Supervisor: Indicate whether you agree and whether the employee has met your expectations for safety. Add comments if necessary.	
6a. Diversity and Inclusion Employee: Describe how you contributed to and/or participated in diversity and inclusion activities in your Division or for the Laboratory. Some examples may be (but are not limited to): ensured staff/everyone in meeting had opportunity to share his/her perspective; solicited diverse perspectives on issue from staff/others; attended a job fair, diversity conference or event; participated in a diversity council, focus group, implicit bias training, selection committee, Employee Resource Group; etc.	
Served on XXX search committee	
6b. Diversity and Inclusion Supervisor: Indicate whether you agree and/or provide evaluative comments.	

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7a. Supervisory/Host Responsibility	
Employee: If applicable, indicate the number of individuals you directly supervise or host in each category.	
4	Postdoctoral fellows and scientists
3	Research associates and technicians, etc.
2	Graduate students
	Affiliates (Guests)
	Supervisors
	Operations and administrative employees
7b. Supervisory/Host Performance	
Employee: If applicable, summarize your performance as a supervisor. Include your efforts: to ensure that employee performance and conduct adhere to applicable requirements and policies, and to encourage employee development.	
I conduct performance conversations with all staff members at least quarterly, and am actively working with them on job development activities.	
7c. Supervisory/Host Performance	
Supervisor: If applicable, indicate whether you agree and/or provide evaluative comments.	
8a. Laboratory, Professional and Community Service	
Employee: Briefly describe your laboratory/university/professional/community service and/or committee work.	
Laboratory Service <ul style="list-style-type: none"> Served on XXX Lab-wide Committee Chaired XXX Division Committee Professional Service <ul style="list-style-type: none"> Editor for the Journal of Advanced Energy Efficient Technology Chair of the Advanced Energy Efficient Technology International Conference held at LBNL Provided technical advice over a six-month period to law firm regarding the nature and role of advanced technology in energy efficiency 	
8b. Laboratory, Professional and Community Service	
Supervisor: Indicate whether you agree and/or provide evaluative comments.	
9a. Publications, Reports	
Employee: If applicable, list in order of significance, and cite only items not submitted on previous self-assessments	
<ul style="list-style-type: none"> Order of citation information: author(s), year, title, journal, DOI 	
Journal Articles: Published, Accepted, or In Press (include DOI):	
Refereed journals:	
<ul style="list-style-type: none"> [Title] (2016) [Authors], <i>Journal of Advanced Energy Efficient Technology</i>, XX, XXXX. LBNL-XXXX [Title] (2016) [Authors] <i>Transactions of the International Society of Energy Efficient Technology</i>, XX, XXXX. LBNL-XXXX [Title] (2016) [Authors] <i>Energy Efficient Technology Review Letters</i>, XX, XXXX. LBNL-XXXX [Title] (2016) [Authors] <i>Journal of Advanced Energy Efficient Technology</i>, XX, XXXX. LBNL-XXXX [Title] (2016) [Authors] <i>Journal of Climate Change Mitigation</i>, XX, XXXX. LBNL-XXXX 	

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Other articles: [Title] (2017) [Authors] <i>Energy Efficient Sci. Technol.</i> , in press. LBNL-XXXX				
Journal Articles: Submitted, In review, etc.:				
Other published works (e.g. book chapters, published reports, etc.):				
9b. Publications, Reports Supervisor: If applicable, provide evaluative comments on the employee's accomplishments, and identify areas for improvement.				
10a. Invited Talks and Conferences Employee: If applicable, list invited talks and conferences in this performance year. <ul style="list-style-type: none"> Order of citation information: author(s), year, title, meeting/conference name, date(s) 				
<i>Invited, keynote or plenary presentation (at nationally/internationally recognized professional scientific meetings/forums, as a university distinguished seminar, etc.)</i> Invited to join the American Physical Society.				
<i>Contributed oral or poster presentation at professional scientific meetings or forums</i>				
10b. Invited Talks and Conferences Supervisor: If applicable, provide evaluative comments.				
11a. Proposals Funded or Submitted, and Active Projects: Employee: If applicable, list proposals funded or submitted, and current projects which received funding during this review period. This includes projects where you have financial oversight, however may not be the PI (add more rows, if necessary).				
Type of Proposal	Sponsor	Annual Amount You Manage	Role in Project PI/Co-PI /Senior Personnel	Funded (F) or Submitted (S) or Ongoing (O)
XXX	DOE	XXX	PI	F
XXX	XXX University	XXX	Co-PI	F
XXX	XXX Federal Agency	XXX	Co-PI	S
11b. Proposals Funded or Submitted Supervisor: If applicable, provide evaluative comments on the impact of the funded proposals.				

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12a. Knowledge and Technology Transfer

Employee: If applicable, cite accomplishments in the following areas that have occurred during this review period. Cite only those not submitted on previous self assessment.

- Knowledge and/or technology transfer accomplishments, such as intellectual property, patents, software releases etc. Describe significance of top accomplishment/s.

12b. Knowledge and Technology Transfer

Supervisor: If applicable, provide evaluative comments on the employee's accomplishments, and identify areas for improvement.

13a. Awards and Honors

Employee: If applicable, provide award name and brief description, including how selection was made.

13b. Awards and Honors

Supervisor: If applicable, provide evaluative comments on the importance of these accomplishments.

For Next Performance Year**14a. Employee Goals**

Employee:

List your recommended goals for the next performance year, including:

- **Performance goals:** position expectations and goals
- **Job development goals:** skills or development needed in order to achieve performance goals
- **Career development goals:** broader goals for your long-term learning and growth (optional)

See Next Steps below for directions on how to submit at pmp.lbl.gov.

Performance goals:

- Complete Phase II of Type 1 advanced technology for DOE by [date].
- Complete research for XXX Federal Agency on performance properties of advanced technology for climate change mitigation by [date].
- Complete XXX Federal Agency climate impact study of advanced technology by [date].
- Complete Phase I of XXX State Agency study by [date].

Job development goals:

- Attend Berkeley Lab Learning Institute supervisor workshop to enhance my skills in developing and managing my staff. Investigate other learning and development resources to improve my performance management skills.
- Talk to Division Director about nominating me to participate in Laboratory's Deputy & Department Head Leadership Development Program.

14b. Employee Goals

Supervisor: Indicate whether you agree with the goals listed, and/or add or revise goals as needed.

15. Laboratory, Division or Group Goals

Supervisor: List the broader institution and/or research goals the employee needs to support in the next

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performance year, if available and relevant to the employee's job.

See Next Steps below for directions on how to submit at pmp.lbl.gov.

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